

STATE ASSESSORS BOARD
CERTIFICATION RENEWAL PROGRAM STRUCTURE
ANNOUNCEMENT

As previously announced, on December 21, 2007, the State Assessors Board voted to increase the number of required certification renewal hours from 6 to 12 each year, effective with the annual renewal period that begins October 1, 2008. At its meeting on August 18, 2008, the Board took formal action to establish additional annual certification renewal program requirements for upcoming renewal periods. The Board's August action gives structure to the annual renewal program.

The purpose of this announcement is to inform assessing officers and other interested parties with regard to the renewal program structure established by the State Assessors Board starting with the annual renewal period which begins October 1, 2008. This will allow assessing officers to make plans to meet continuing education requirements for future renewal periods. Details of the annual certification renewal program structure starting October 1, 2008 are as follows:

1. A total of 12 hours of renewal programming will be required each year for all assessing officers.
2. All assessing officers will be required to complete a mandatory 6-hour renewal program for each of the next three annual certification renewal periods.
3. Assessing officers will be allowed to complete future mandatory renewal requirements during the first and second annual renewal periods (i.e., to work ahead to meet mandatory renewal requirements). However, assessing officers will not be allowed to delay meeting mandatory renewal requirements (i.e., a minimum of 6 hours of mandatory programming will be required each year unless the mandatory renewal requirements have previously been met for all three of the upcoming renewal periods).
4. In addition to the mandatory 6-hour renewal programs, assessing officers will be required to complete 6 hours of elective renewal programming in each of the next three annual renewal periods, with these elective renewal hours not being cumulative (i.e., excess elective renewal hours cannot be carried forward to future years). An assessing officer will be permitted to use a second mandatory 6-hour renewal program taken in the same annual renewal period to meet the required 6 hours of elective renewal programming.

The annual certification renewal program for the current renewal period (which ends September 30, 2008) consists of three 2-hour segments on the following topics: (1) usage of the State Tax Commission *Assessor's Manual*; (2) development of land values, land value maps, and economic condition factors; and (3) the application of new, loss, additions, losses, and adjustment. Work is currently underway to expand each of these three segments into a separate mandatory 6-hour renewal program. These programs will be the mandatory 6-hour renewal programs that assessing officers will have to attend, in any order, over the next three annual renewal periods.

Please note that the Uniform Standards of Professional Appraisal Practice (USPAP) renewal requirement that began in 2001 is still in effect. All certified assessing officers are still required to have met this requirement by September 30, 2011. Those assessing officers meeting the USPAP requirement will also receive elective annual renewal credit.

Questions regarding this announcement can be posed to the State Assessors Board by email at State-Assessors-Board@Michigan.gov or by telephone at 517-373-8320.